

Bio Info

OLC 78-0944 COPY

OLC: 78-0944

21 MAR 1978

MEMORANDUM FOR: All OLC Staffers

FROM:

[REDACTED]

Acting Legislative Counsel

SUBJECT:

Maintenance of Biographic Data Cards on
Key Members of Congress

1. The Coordination and Review Staff has been tasked with the responsibility of maintaining the Biographic Data Cards to insure their usefulness to senior Agency personnel.

2. As you are all aware, a major purpose of the cards is to provide our leadership with a professional insight into the views of the various Congressmen with whom they deal, as well as their positions vis-a-vis matters affecting the Agency in general. All of us should be alerted to contribute information for the cards when we come across something significant. This particularly concerns those Members with whom we have most contact.

3. If you have anything of possible interest, please forward it to [REDACTED] who is responsible for assuring that the cards are maintained up to date.

4. If all cooperate, the cards can be kept up to date and ready for use at any time.

[REDACTED]

Distribution:

Original - Addressees

1 - OLC Subject

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OLC:MDC:mlg (15 March 1978)